

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.C

Subject:

DATE: 02/12/93

Sunset Review:

SEVERE WEATHER EMERGENCY NOTIFICATION

1. PURPOSE. This directive establishes procedures for emergency notification of appropriate offices and persons in the event severe weather (lightning, thunder storms, flash floods, hail/sleet, high wind, or tornadoes) is observed or warnings are received. The procedures are preventive in nature and are not to be confused with the Hurricane Response Plan, Federal Law Enforcement Training Center (FLETC) Directive 70-09.F, or the Emergency Procedures Manual.

2. SCOPE. The provisions of this directive apply to all personnel working within the physical boundaries of the FLETC, Glynco, Georgia, and training on or off the FLETC. The Office of Artesia and Marana Operations will establish similar procedures.

3. REFERENCE. FLETC Directive 70-09, Safety and Occupational Health Policy and Program Outline for the Federal Law Enforcement Training Center.

4. BACKGROUND. The Director, FLETC, initiated the development of a standard plan of action designed to provide the maximum protection possible to preclude personal injury and/or property damage due to working or training outdoors during severe weather conditions which occur with little or no warning.

5. RESPONSIBILITIES.

a. The Security Police shall notify the Security and Safety Division (SEC) of severe weather warnings received/observed and begin notification of all personnel observed working or training outdoors of the approaching severe weather.

b. The SEC shall notify office directors and on-site Participating Organization (PO) representatives who shall begin notification of all divisions and/or contractor operations that fall within their operational control.

c. Personnel receiving such warnings are responsible for taking the measures delineated in individual Office Guides (OGs).

d. Staff personnel taking part in any outdoor training activity or work project when severe weather that presents the potential for injury, death, or property damage is predicted/ observed shall take immediate steps (as outlined in the appropriate OG) rather than waiting for an official warning.

6. PROCEDURES. Upon receipt of a weather bulletin or observation of approaching severe weather, the following procedures will be employed to disseminate the warning throughout the FLETC:

a. The Security Police shall notify SEC personnel.

b. The SEC personnel shall:

(1) Provide, via telephone, a warning to the Director's Office, office directors, and PO representatives. A record of these contacts, including time and name of person notified, will be kept by the SEC. In the event an office or agency is not available to receive the warning, an additional attempt will be made after the other notifications have been made.

(2) Broadcast a radio warning to the instructors engaged in outdoor practical exercises. Exercise frequencies will be obtained by contacting the Building 262 equipment clerk at telephone extension 2492.

c. On-site PO representatives and all office directors at Glynco shall ensure that the warning is communicated to the various divisions and contractor operations under their control and that the appropriate Severe Weather Response Procedures (Attachment 1) are implemented.

d. Division chiefs, branch chiefs, and personnel responsible for contractor operations shall insure that personnel involved in outdoor activities are promptly notified of the severe weather warning.

e. All available Security Police, utilizing vehicle sirens and PA systems (when appropriate) to sound a warning, shall travel the Center making every attempt to notify personnel involved in outdoor activities of the approaching severe weather or official severe weather warnings.

f. Personnel involved in outdoor training or other work activities, upon observing threatening severe weather or receiving notification, shall insure that safety precautions and/or operational procedures prescribed in the appropriate OG are implemented to insure the safety of all personnel involved.

7. OFFICE OF PRIMARY INTEREST. Security and Safety Division, Office of Administration.

Charles F. Rinkevich
Director

Attachment

SEVERE WEATHER RESPONSE PROCEDURES

Office of Administration:

-- All outdoor work activity will cease when, in the opinion of the individual in charge, severe weather presents a threat or when so notified by the Office Director, Division Chief, or Security Police.

Office of General Training:

-- During threatening severe weather, instructors will be advised by the Practical Exercise (PE) Coordinator, Office Director, Division Chief, or Security Police to cease the PE activity and to seek shelter for the staff and students until the weather allows the exercise to resume.

-- The PE may be temporarily suspended or completely terminated if the PE Coordinator, or senior on-site instructor in the absence of the PE Coordinator, deems it necessary for the safety and welfare of staff and students.

-- Personnel may be moved to a covered area to complete the exercise if appropriate.

-- As addressed in division Standard Operating Procedures, discontinue use and shut down all electrical/electronic systems in use.

-- Should a role player be apprehensive about his/her safety, the exercise shall be suspended until the PE Coordinator resolves the issue with the role player contract representative.

-- Individual Class Coordinators/Program Managers may opt to relocate the students to classrooms for other training activities.

Office of Special Training:

-- In the event of approaching severe weather, the Driver Training Class Coordinator will contact his/her division to inquire if severe weather bulletins or notifications are in effect.

-- Based upon information received, the observation and determination by the Class Coordinator, or directions from a Driver Marine Division (DMD) supervisor, one or all of the internal DMD standard operating procedures will be implemented.

-- The outdoor firearms range instructors shall cease training, clear the firing line, and relocate the students and staff to safety.

-- All outdoor PEs and testing shall be delayed, moved indoors, or suspended when, in the opinion of the training coordinator, severe weather becomes a threat, or when so notified by the Office Director, Division Chief, or Security Police. The students and staff will relocate to a safe area.

Office of State and Local Training:

-- All outdoor PEs shall be delayed, moved indoors, or suspended when, in the opinion of the training coordinator, severe weather becomes a threat or when so notified by the Office Director, Chief of Programs, or the Security Police. The students and staff will relocate to a safe area.

Participating Organizations:

-- All outdoor PEs shall be delayed, moved indoors, or suspended when, in the opinion of the training coordinator, severe weather becomes a threat or when so notified by the agency head or the Security Police. The students and staff will relocate to a safe area.